



BECCLES

TOWN COUNCIL

Town Hall,
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Beccles,
NR34 9AJ

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Councillors who are members of this committee are summoned, to a meeting of **Personnel Committee on Thursday 29th October 2026 at 5.30pm in the Committee Room at Town Hall**. Members of the public may also attend this meeting and make representations on agenda items, provided representations are made to the Town Clerk not less than 24 hours before the meeting. The meeting will be available on 'Zoom' at

Join Zoom Meeting

<https://us02web.zoom.us/j/86785846506?pwd=gowxFXtjiVog3fh4fFH6yS7NGF1A0O.1>

Meeting ID: 867 8584 6506

Passcode: 905664

Paul Cunningham, Town Clerk, 23rd October 2026

Committee Members: Joseph Athorn, Gillian Birrell, Barry Darch, Jeff Harris, Alan Hopley (Chair), Richard Stubbings, Christine Wheeler

AGENDA

- 1 To receive apologies for absence
- 2 To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda
Requests for dispensations to be submitted to the clerk in advance of the meeting.
- 3 To approve the minutes of the committee meeting held on Wednesday 14th October 2026
Draft minutes attached.
- 4 To review spend against budget for year to date for staff training and councillor training budgets and to consider these budgets for 2027-28

Paul Cunningham - Town Clerk
Candi Turner - Deputy Town Clerk

Budget information for 2026-27 attached.

5 To approve the confidential minutes of the committee meeting held on Wednesday 14th October 2026

Confidential minutes are not included in the public section of the agenda pack.

6 To consider confidential items

PROPOSAL That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

7 To consider presentation from Chair at the last meeting of the committee on the review of staff workload and appraisal system

Confidential documents are not included in the public part of the meeting pack.

8 To consider staffing items

Confidential staffing reports are not included in the public part of the agenda pack.



BECCLES

TOWN COUNCIL

Minutes of the meeting of Personnel Committee on Wednesday 14th October 2026 at 5.30pm in Committee Room at Town Hall

Present: Joseph Athorn (until end of Item 6), Barry Darch, Alan Hopley (Chair), Richard Stubbings, Christine Wheeler

In Attendance: Paul Cunningham, Town Clerk; Candi Turner, Deputy Town Clerk

Apologies: Gillian Birrell

Absent: Jeff Harris

Members of public: No members of the public.

1 - To receive apologies for absence

Received from Gillian Birrell.

What?	By Whom?	By When?

2 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?

3 - To approve the minutes of the committee meeting held on Wednesday 5th August 2026

Motion to approve minutes: Cllr Stubbings.

Seconded by Cllr Athorn.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 5th August 2026.

What?	By Whom?	By When?

4 - To consider subscribing to an Election preparation and training support package

Cllr Stubbings suggested that Town Clerk be asked to explore alternatives.

Cllr Athorn proposed that this item be deferred to full council and Town Clerk be asked to explore alternatives.

Seconded by Cllr Stubbings.

Councillors voted unanimously in favour and it was therefore **RESOLVED** To defer this item to full council and to ask Town Clerk to explore alternatives.

What?	By Whom?	By When?

5 - To consider confidential items

RESOLVED That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?

6 - To receive and consider a presentation from Chair on the review of staff workload and appraisal system

Councillors received a presentation from Chair. They agreed to defer further discussion of the issues raised to the next meeting of the committee.

What?	By Whom?	By When?

7 - To consider staffing items

Councillors considered and agreed a resolution relating to a staffing item.

What?	By Whom?	By When?

Beccles Town Council

Position by Cost Centre and Code (Between 01/04/2026 and 30/09/2026) - All Cost Centres and Codes

Cost Centre Name

1 Administration

		Payments		Forecast	
<u>Code</u>	<u>Title</u>	Budget	Actual	Forecast	Under/(Over) Budget
11	Training	2,315.00	365.00	2,193.00	122.00
			CILCA - ROSPA -		
			Candi £1483		
				Hedge	
				laying -	
				Rangers -	
				345	
333	Training	541.00	66.00	500.00	41.00
	Councillors				
			SALC course -		
			AH	?	